



Board of Directors Meeting

Tuesday, November 7, 2017

7:00pm-8:30pm

LFV Office, S-232 in Shops at Sumner Place

MINUTES

Board members in attendance: Cecilia Bacigalupo (CB), Jane Croft (JC), Gary Ender (GE), Gabrielle Grunau (GG), Susan Harding (SH), Peter Loew (PL), Mary O'Donoghue (MO), Margie Eulner Ott (MEO), Sandy Roy (SR)
ED Todd Smith absent

Members/volunteers in attendance for open session : Lynn Pekkanen, Bill Grosshandler

1. Convene Meeting – 7:05pm
2. CLOSED SESSION: Executive Search Committee Report-
 - Presentation and evaluation of ED candidates finalists
3. END OF CLOSED SESSION – 7:40pm
4. Approval of items in board packet:
 - October 2017 Minutes
 1. Approved with changes (final copy attached)
 - Financial Statements
 1. GE asked about budget vs. actual, looking at what we can and can't do based upon reduced revenue. CB reported Todd manages that. General agreement from board that it wants more input into those decisions going forward with new ED.
 - ED Report
 1. MEO reported that Todd could not attend meeting; 3 new members recruited since ED report; contract for Village Softforce cancelled today due to issues with system implementation and resistance from developer to make needed changes. New system will be selected led by new ED.
 - Village Softforce Report - not reviewed due to circumstance of cancellation of contract.
 - Development Committee Report
 1. See written report re: plans for mailing after Thanksgiving. Not doing Giving Tuesday. General discussion about what can be done vis-à-vis on-line giving. MEO reported Facebook example of raising \$750 for LFV in honor of her birthday. MO forwarded more info on Facebook FR to MEO. SH reported looking at giving instructions to 70+ persons about giving via RMD from IRA. SR and SH mentioned possible FR selling holiday greenery, to start in 2018. SR

reminded that board members will be asked to write TY notes to donors. SH reminded that all board members need to give prior to 12/31/2017 for our grants portfolio to show 100% board giving. MEO asked about sponsorship for annual meeting – SH said Cap City Nurses uncomfortable sponsoring a board meeting since 2 board members are in home care industry. MEO will ask Fox Hill – they had date conflict with community celebration.

5. 2018 Board officer and committee assignments

- Secretary position open – Todd has indicated interest – will confirm by vote once he joins board.
- Committees: Finance and Administration- CB chair, MEO and Todd members; Volunteer Services-MO chair, GE & MEO and Karen Goldstein members; Membership- PL chair, Todd member; Village Programming- GG chair, Development and Fundraising, SH chair, SR and JC members; Marketing and Communications – TBD and new ED might take lead.
- Jane Croft will not be continuing for a second term on the board.

6. Budget development – Finance and Administration should lead but:

- Need goals for fundraising and goals for membership recruitment to build revenue assumptions for budget development.
- F&A committee meeting next week.

7. Calendar review – upcoming events

- Volunteer training 11/27 – 4-6pm, 11/29- 9-11am, 11/29 – 4-6pm
 - MO, MEO and Karen Goldstein running training; will include car transfer training
- Annual Member Meeting (December Board meeting) and Holiday Hor D'Ouvres – 12/5 – 5:30-8:00pm
 - SH agreed to reserve Sumner community room
 - MO and MEO agreed to organize refreshments and fun

8. New Business

- Extraordinary board meeting on 11/13 at 7pm– presentation and evaluation of ED candidate finalists; selection of final candidate.
- PL mentioned TechSoup offers free software to NP orgs – will check available software.

9. Adjourn at 8:49pm